



Intake Program



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The National Park Service Intake Trainee Program is a two-year, entry-level leadership and career development program. Trainees become employees of the National Park Service and are assigned to a park site or office while they attend training workshops throughout the country. At the successful completion of the program, participants are placed in a position at a National Park site or office.

PROGRAM GOALS:

- Provide a greater opportunity for career development.
- Enhance the professionalization of employees.
- Enable the National Park Service to systematically meet future skill needs.
- Improve the Service's work force diversity.

QUESTIONS AND ANSWERS

What jobs are offered?

The National Park Service hires employees in a wide range of occupations. Each year's Intake Class represents a variety of career fields. What positions are filled depends upon the needs of the Service. Recent Intake Classes have included: Park Rangers (Interpretation, Education, or Law Enforcement), Administrative Officers, Natural Resource Management Specialists, Maintenance Mechanics, Cultural Resource Management Specialists, Historians, Concessions Specialists, Landscape Architects, and Computer Specialists. Additional occupations may be included in each Intake Class.

What are the pay and benefits?

Intakes enter the program at the GS-05 or WG-05 grade level. The salary will be based on the federal pay scale, which varies from one location to another. Successful participation in the program will result in two promotions to the GS/WG-09 level; some of these career fields have the potential to reach the GS-11 level without further competition. All positions include medical, life insurance, and retirement benefits.

When and where will training occur?

Intakes will be assigned to a position at a National Park site or office in an urban, suburban, or rural setting. This will be the job location for up to two years and where some of the training occurs. Other training opportunities occur all over the United States.

Who participates in the Intake Program?

Each year's intake class is comprised of approximately 30 individuals from all various backgrounds who will work in a wide variety of career fields. Some have previous National Park Service experience, while others do not.

Where can I learn more?

The National Park Service Intake Internet home page (www.nps.gov/intake) has more specific information, including program guidelines, application information, links to all the National Park sites, and pictures of recent classes. Information may also be obtained by contacting your local National Park Service Personnel Office.

The National Park Service, established in 1916, manages over 380 parks and various historic preservation, conservation, and recreation programs, and hosts 287 million visitors annually. The mission of the NPS is to "preserve unimpaired the natural and cultural resources and values of the national park system for the enjoyment, education, and inspiration of this and future generations. The Park Service cooperates with partners to extend the benefits of natural and cultural resource conservation and outdoor recreation throughout this country and the world." The NPS is a federal agency within the Department of the Interior.

PROGRAM REQUIREMENTS

Mobility Agreement

All participants must sign a mobility agreement before they may participate in the program. In doing so, Intakes agree to be assigned to a park or office anywhere in the National Park System and to attend the group activities as they are scheduled.

Individual Development Plan

All Intakes design an Individual Development Plan (IDP) with their supervisors. The IDP identifies career goals and developmental opportunities that will help to achieve those goals.

Career Field Experience

Participants are assigned to a position in their career field. Fifty percent of the Intake's time is spent performing the duties of that position. The other fifty percent of the time is spent in formal and informal developmental activities. These experiences reflect overall priorities of the National Park Service, the specific park or office, and the Intake's career goals.

Intake Projects

Over the course of two years, participants will prepare quarterly reports, submit a final project, create a career portfolio, and participate on an Intake Task Team.

Group Activities

Intakes participate in several group activities, learning skills common to all career fields, including leadership, communication, resource management, technology, and agency orientation.



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HOW DO I APPLY?

How do I find out if positions are open?

The best way to get information is to explore the program's website at www.nps.gov/intake. All federal jobs are posted on the Internet at www.usajobs.opm.gov. The Intake Program positions will be listed under those for the Department of Interior, National Park Service. You may also contact your local National Park Service Personnel Office.

Who is eligible to apply?

Eligibility criteria are listed on the vacancy announcement. Special hiring authorities may exist for Veterans, Peace Corps volunteers, college students, individuals with disabilities, and others. The Federal Government is an Equal Opportunity Employer.

What happens after I submit my application?

Applications are rated and screened for completeness, eligibility, and basic qualifications. Applications are then ranked by a panel of subject matter experts in each career field. Following further screening by National Park Managers, the Director of the National Park Service approves the final selections.

The National Park Service cares for special places saved by the American people so that all may experience our heritage.

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